

Enterprise Exchange Archive

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Messaging & Directory Services

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Enterprise Exchange Hosted Archive

- What is it? An enterprise level archiving service that, after enrollment, will archive all new incoming and outgoing mail
- Exchange hosted archiving
 - Multiple retention periods to help enforce agency governance policies
 - Enables faster retrieval of messages for investigations, FOIA and e-discovery
 - Detailed reporting and granular logging for service management and auditing

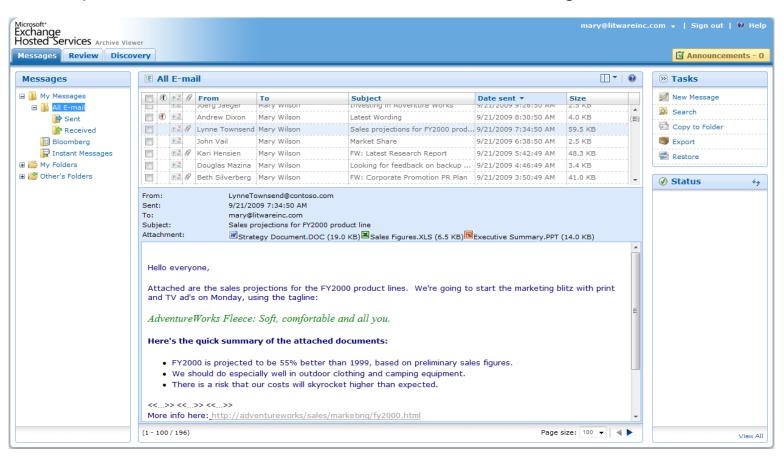






Web Based End User Interface

 Exchange hosted archive utilizes an intuitive, user-friendly web-based interface that helps minimize the need for extensive end user training









Compliance Roles and Discovery

- Access permissions governed by assigned roles
- One or more roles can be assigned to one person or each role can be assigned to a different person
- Can create custom roles with certain permissions

Edit Archive Role Settings	
Select the archive roles for this user.	
Select all roles	
Compliance Manager	
Compliance Officer	
Compliance Operator	
Disaster Recovery Manager	
External Compliance Auditor	
Human Resources Manager	
Monitor	
Supervisor	
Technical Administrator	
Worker	
Special Supervisor	
Supervisor with Reports	
Help	Save Cancel









Roles Continued

Roles	Description
Compliance Manager	A compliance manager can view all user e-mail messages and use all Archive Viewer functions.
Compliance Officer	A compliance officer can be assigned supervisors. Like the compliance manager, the compliance officer has the authority to review and clear escalated messages, but only for the assigned supervisors.
Compliance Operator	A compliance operator has most of the rights of the Compliance Manager, but cannot view contents of messages other than their own or messages shared to them.
Disaster Recovery Manager	A disaster recovery manager can view and restore their own messages, send emergency notifications, and run some disaster discovery related reports. You can create a custom role to allow a Disaster Recovery Manager to restore messages for all users.
External Compliance Auditor	An external compliance auditor is an external individual who has access to folders and messages specifically shared to him/her.
Technical Administrator	Technical administrators can run most reports in addition to having access to their own messages.







Roles Continued

Roles	Description
Monitor	A monitor can access the Review tab in the Archive Viewer to review the messages of the people they supervise.
Monitor Operator	A monitor operator has limited access to user e-mail messages, for the primary purpose of helping to search for messages. A monitor operator cannot view the body of messages. People in this role can, however, tag message results for another person or share the results in a folder with another user.
Supervisor	A supervisor can view and review messages of assigned subordinates, and can annotate and escalate messages for further review.
HR Manager	An HR manager can view their own messages and messages shared to them, and view their own folders and folders shared to them.
Worker	A worker can view and search their own messages, send and receive messages, restore their own messages, create folders for their messages, and export their messages.

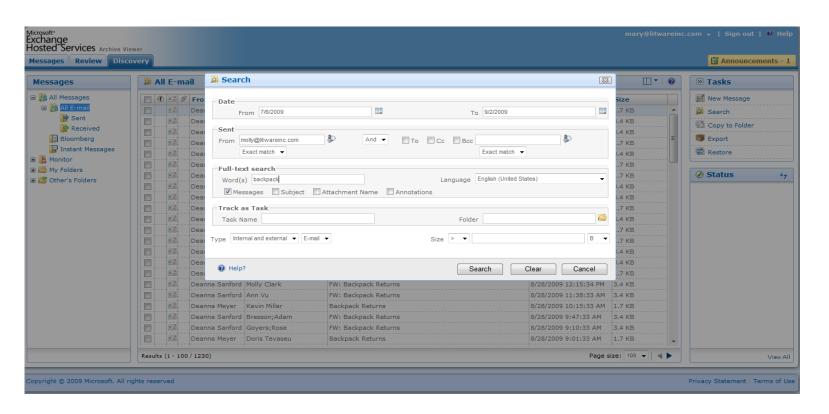






Search

- Simple and advanced search capabilities
- Basic searches can include dates, date ranges, keywords in the subject, body and attachments and be limited to specific message size or file type attachments, single or multiple sender/recipient e-mail addresses, domains or names
- Advanced operator functionality for conducting complex searches and proximity searches.
- Scope of search results shown dependent on assigned roles



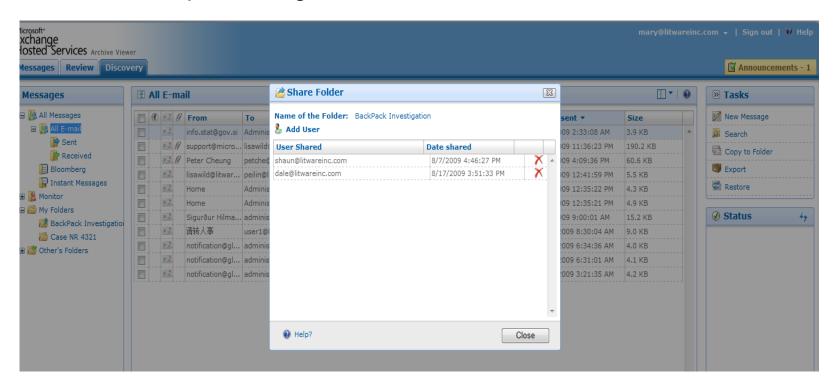






Search Continued

- Save search results or selected messages to folders you create
- Scope a search to a particular folder to further refine results
- Share these folders with others
- Create an account within the archive for an external user
- Facilitates a simple investigative workflow



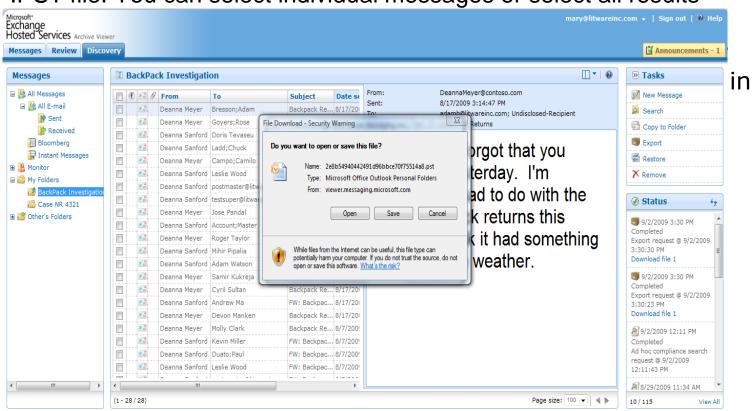






Export Capability

- Export messages in two formats
 - ZIP file containing individual .EML files,
 - PST file. You can select individual messages or select all results









Questions?